

## Pay Retention Worksheet

### Annual Pay Adjustment for Demo Employees

Employee Name \_\_\_\_\_

1. Current "Base" Salary \_\_\_\_\_
2. Demo employees on pay retention receive one-half of the annual general increase (figured at the top increment of the pay band) and receive the full amount of the locality pay adjustment for their permanent duty station.
3. Compute the employee's entitlement under pay retention:
  - a. \_\_\_\_\_ Amount of "Base" salary increase (figured at the top increment of the pay band).
  - b. \_\_\_\_\_ Divide 3a. by 2.
  - c. \_\_\_\_\_ Add 3b. to "Base" Salary in 1.
  - d. \_\_\_\_\_ New Locality Rate.
  - e. \_\_\_\_\_ Multiply 3c. by 3d.
  - f. \_\_\_\_\_ Add 3c. and 3e.
4. Is the salary in 3f. less than the payable salary for the top increment of the employee's current Demo pay level?
  - a. \_\_\_\_ YES. Between increments \_\_\_\_ and \_\_\_\_\_. Set the employee's salary at the higher of the two increments. Pay Retention no longer applies.
  - b. \_\_\_\_ NO. If "Payable" salary exceeds the top increment of the employee's current Demo pay level, set the employee's increment at 00. The employee remains on pay retention.

**Pay for this action is fixed at Demo pay level \_\_\_\_\_, increment \_\_\_\_\_, salary \_\_\_\_\_.**

Signature

Date